Adobe InDesign CS
# Tips and Tricks *by Terry White*

Adobe InDesign has taken the publishing world by storm. There are so many advantages over QuarkXPress and PageMaker. However, if you approach InDesign as you did your former page layout application, you may be missing out on some features that will make your life easier. Here are some of my favorite "Killer Tips" from the "InDesign CS Killer Tips" book.

Creating Bleeds and Slugs without oversized pages

Hey are you still creating over sized pages just to represent your bleed and slug information? Now you don't have to anymore. The New document setup in InDesign CS allows you to create extra space around your document page for either your Bleed or Slug Information. Just click on the More Options button in the New Document dialog box and you will be presented with two extra sets of measurements at the bottom. You can enter measurements for either the Bleed or the Slug. This way you can create your document at the actual finished size, yet still account for all the extra stuff that you have to put out size the document area. You can even control whether or not the Bleed or the Slug will print in the Print dialog box.
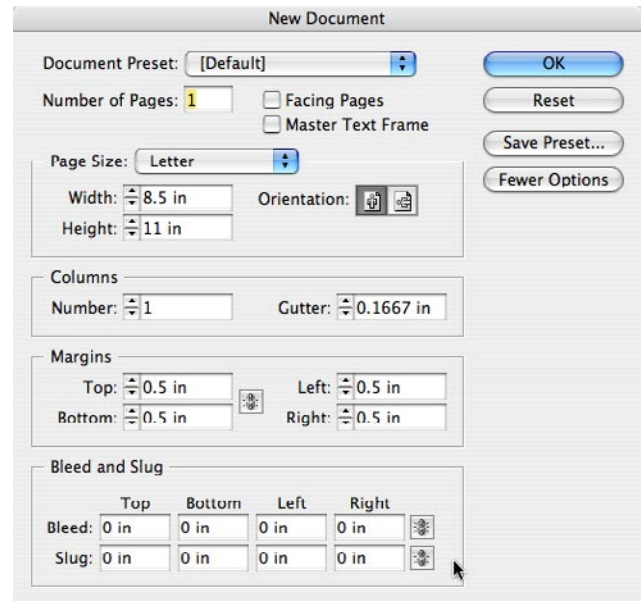
## Image-by-image High Quality Display

If you're wondering why your images sometimes look as if you're looking at them through a burlap sack, it's because InDesign defaults to a Typical View. Typical of 1986 page layout apps that is. Well you don't have to live with this. Simply right click on your image with the Selection Tool (Control-Click using a single button mouse on the Mac). This will bring up the Contextual Menu and from there you can choose Display Performance -> High Quality Display. This works on any kind of image in an InDesign document, but works extremely well on Native Illustrator, EPS and PDFs placed in your document.
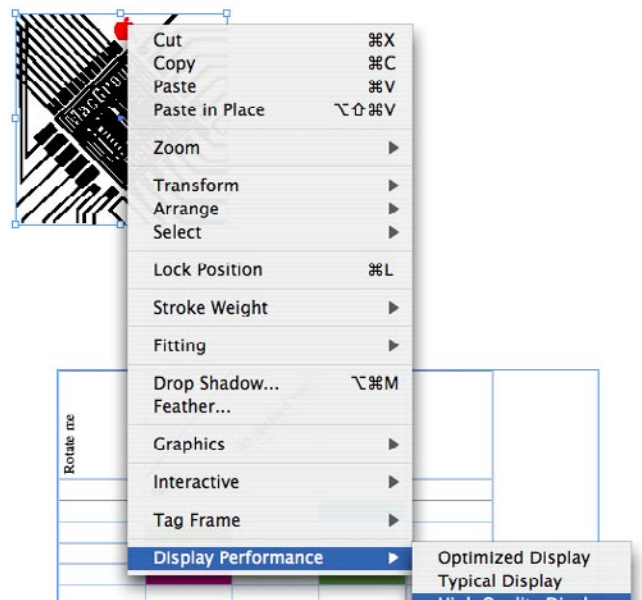
Using Pathfinder to join shapes

Drawing irregular shaped frames with the Pen or Polygon Tools are OK, but sometimes it's a lot easier to just take to shapes and join them together. Well now you can with InDesign CS. Simply draw your two or more overlapping shapes with the various shape tools in InDesign and then hold down the Shift key and select each one using the Selection Tool. Now you can choose Pathfinder from the Window. Once the Pathfinder Palette appears you can click the first icon to join them together as one Frame for text or graphics.
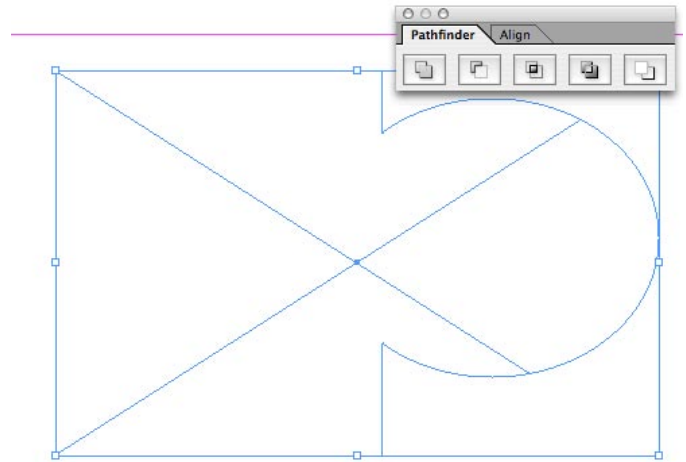
Enter measurements in your unit of choice

Everyone has their favorite measurement system. For me it's inches. However, there are those times when I need to enter points or picas, etc. into a dialog box. Well without changing your Preferences, you can simply enter the measurement in your system of choice as long as you put the measurement system at the end. For example, if I wanted to enter 25 points into a dialog box that's expecting inches, I would simply type 25 pts.
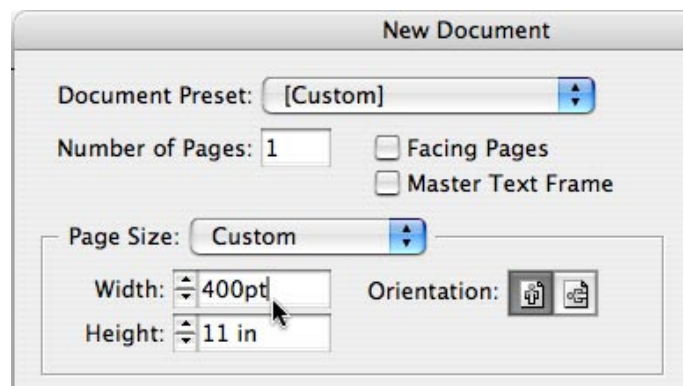
Using the New Info Palette to find out what's what

It's 4:45PM and the document you're working on needs to be in the printer's hands by 5:00PM when you think, did I convert that image to CMYK or not? With InDesign CS's New Info Palette not only can you simply click on an image to find out what color space it uses, but also what type of image it is as well as its resolution.

## Use the New Measurement Tool instead of rulers

So you have an image on the page and in the image is a picture of a house. You want to make sure your surrounding images are the same exact size of the house. One question remains. How big is the house? With the new Measurement Tool you can click on one side of the house and drag to the other side and it will show you exactly how big the house is in the Info palette.
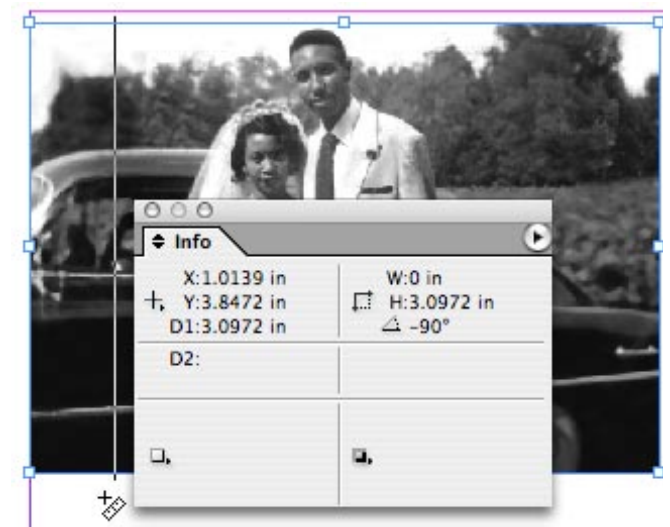
You're the one (Layer)
Don't just click your way through your layers to turn them off one-by-one. By holding down the Option Key (PC: ALT Key) you can click the one layer that you want to be visible and turn off all other layers at the same time. This is sometimes referred to as soloing.
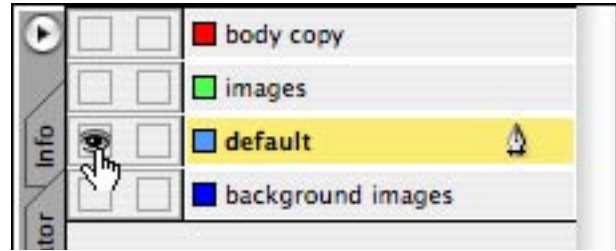

Drag through Layers Palette to make visible or lock
Although InDesign doesn't have any cool levers like the ones found in the Enterprise transporter room, it has something just as cool. You can drag the visibility or locking/unlocking of layers. That's right, just click and drag the little eye or pencil icon to make several layers visible/invisible or locked/unlocked all at once. You can even make the transporter sound effects while you do it. I won't tell.
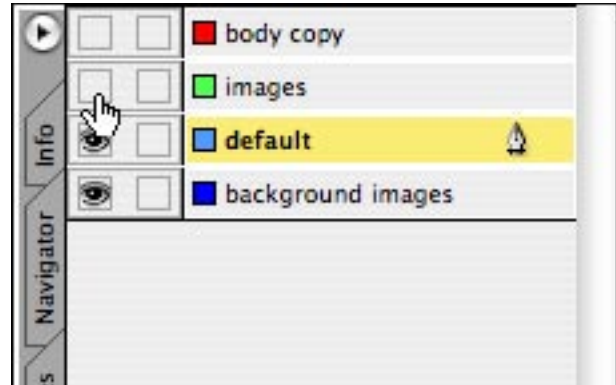

Fit your spread into the Window
Everybody knows that Command-Zero (PC: CTRL-Zero) does a Fit to Window in Adobe apps. However, in InDesign you can fit an entire spread to the Window with a Command-Option-Zero (PC: CTRL-Option-Zero).
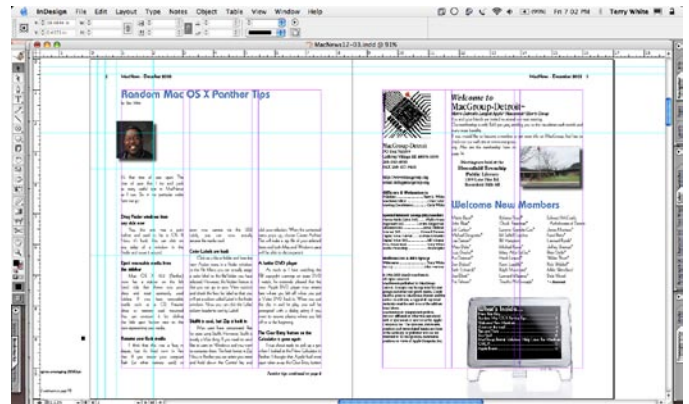
**Drag and drop from the Photoshop CS File Browser**
The File Browser in Photoshop CS is awesome. It allows you to view hundreds of photos at once in any given folder. Wouldn't it be cool if you found that perfect photo and then wanted to use it in InDesign? OK, do it! Open the File Browser and find your images. Create or open a document in InDesign and drag right from the File Browser into your InDesign document.
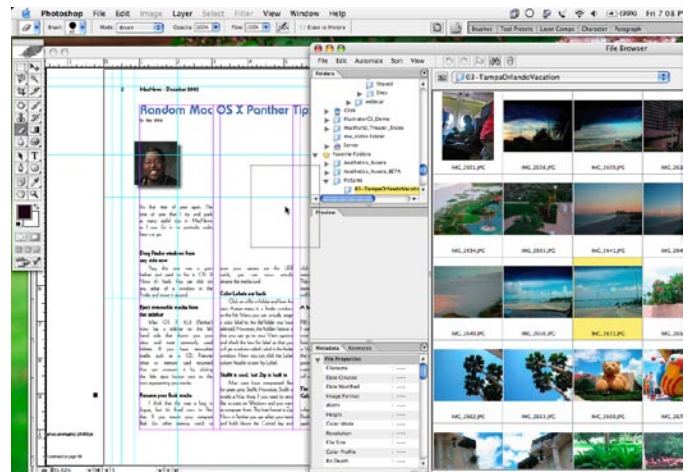
Get rounded rectangles with Corner Effects

Stop looking for the rectangle with rounded corners tool. It's not there. Create your rectangle frame with the regular rectangle tool and then choose Corner Effects from the Object menu. From this dialog box you can choose Rounded from the pop-up menu and then the amount of roundness you want in Size. Be sure to click the Preview check box so that you can see it as you do it.
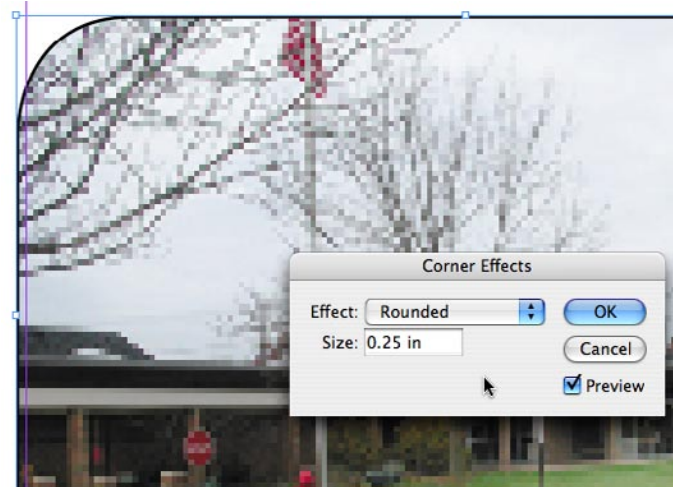
Option-Command-Shift to view menus in alphabetical order

How much time do we all spend looking under the menus for that option that we know is there somewhere? You just saw it yesterday. It's there somewhere and you frantically dropping down menus to find it. You know what it's called but you just don't see. You begin to reach for the manual and you say, "nah, that would even take longer. I'll find it eventually. Anything is better than looking in the manual" Try this, hold down the Option-Command-Shift keys (PC: ALT-CTRL-Shift) and click on any menu. Bam, it's now displayed in alphabetical order.
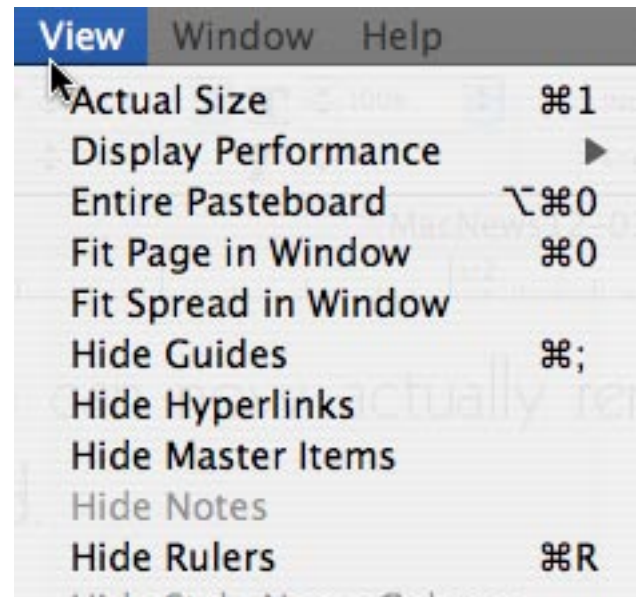
Claim your piece of the Pie

Some people think in percentages. You know the ones. The folks that were in Business School while you were in Design School. They'll yell out things like make that 33% larger. Don't reach for the calculator. This tip will make you glad that you slept through that math class. Simply highlight the text you want to change and key in the percentage in the box for the attribute that you want to change. For example, enter 150% in point size to make your type grow by 50%. Now tab out of it to apply it.

Go Plaid Baby

Liven up your tables with a little color. However, rather than simply fill all the cells with the same color, try alternating fills. First highlight all the cells in your table using the Type Tool. Now either use a contextual menu or choose Table->Table Options->Alternating Fills from the menu bar. In this dialog box you can now specify an alternating pattern as well as what colors will be used.


Drag and Drop from the OS

File Place, File Place, File Place, that's what we do all day long to bring stuff into InDesign. There's a better way! It's called drag and drop. This tip will make your production go much faster. Chances are the graphics you want to Place in your InDesign document are in a folder. Go to that folder in the Finder (Windows Explorer) and simply drag those images onto the page. You can even do more than one at a time.
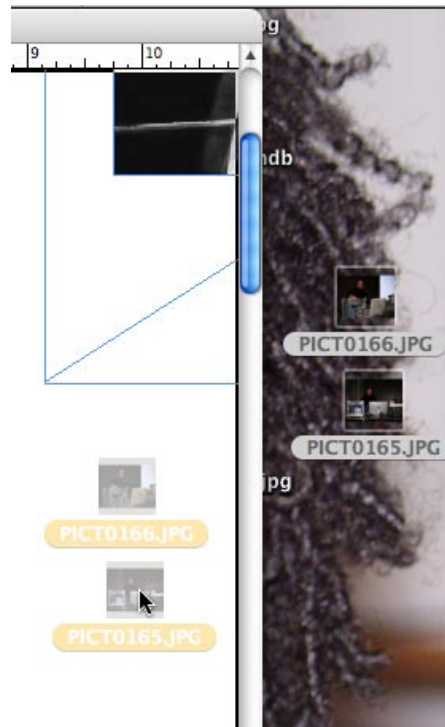
Don't be a square

Sure, we will all use the rectangle frame tools to layout most things in our documents. However, you can use this tip to add a little flare to your text and graphic frames. After you draw a frame, select the Pen tool and click and drag it on the edge of your frame. You just added a curve point, which you can use to add a nice curve to your design.
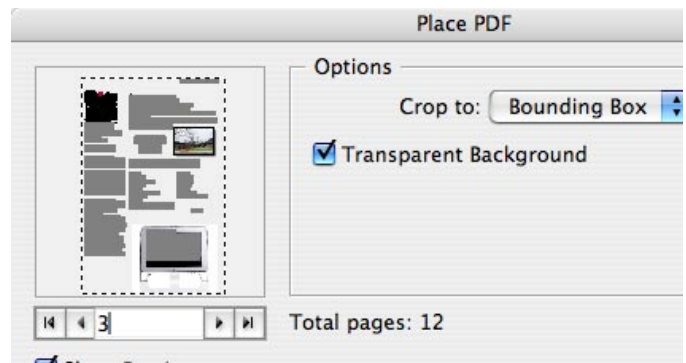

Copy and Paste is so 1980's

The next time you need to make a copy of something on the page, simply hold down the Option Key (PC: ALT Key) and drag your object with the Selection Tool. This will make a copy of your object wherever you drag it.

Show Import Options for more control

Get more choices when you Show Import Options in the Place dialog box. Whether you're placing text, graphics or PDF files there will be more choices of how those items are placed when you click the Show Import Options box in the Place dialog box. For example, if you want to bypass the manual page breaks in a Word document, choose No Breaks for Manual Page Breaks.
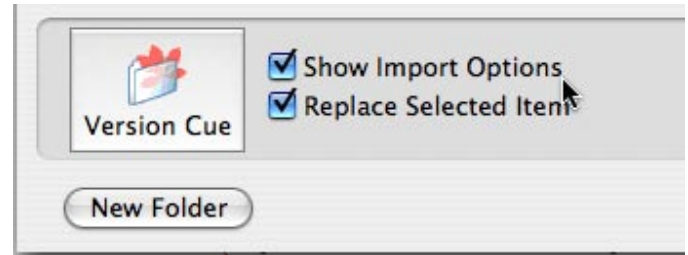
Don't print this!

Hey sometimes you just want something on the page for show. Maybe it's a note to your production department or some other logo or stamp of approval. With this tip you can make it non-printing. Select your object and bring up the Attributes palette from the Windows menu. Now simply click the non-printing check box on the Attributes palette. That's it.
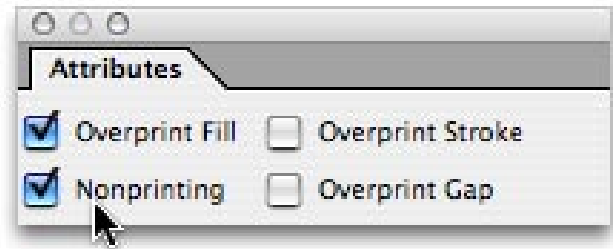
3-in-1

I want to move it, size it and rotate it. Use this tip to do all three with one tool. It's called the Free Transform Tool. That funky looking tool on the tool palette with the box and the arrow icon can do three things at once. With the Free Transform tool you can move your graphics as well as size them (without holding down any keys) and rotate them all at the same time. If you drag in the middle of the frame you'll move it. If you grab a corner handle, you'll size it and if you move just outside the corner handles you'll be able to rotate it.

**Relink from a low res graphic to the high res version**

Your client gave you a picture and you placed it. But then you rotated it, you scaled it, you did all kinds of things to it to get it just the way you wanted it on the page. The phone rings and your client says, "use the other picture!" Before saying all those four letter words, try this tip: bring up the Links Palette from the Window Menu and hit the Relink button at the bottom. Now select the "other" picture and click Open. Your picture will be replaced and all your transformations will be intact.
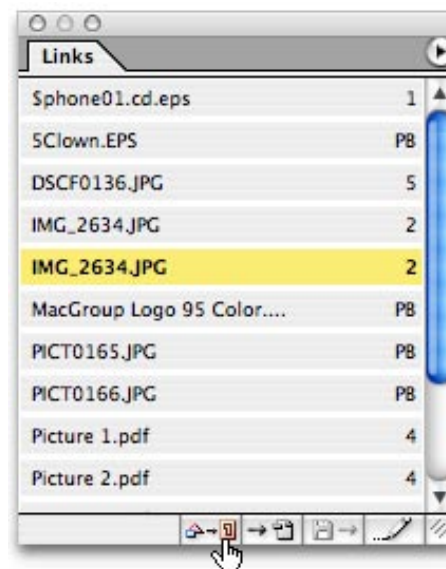
Create your own custom Guides layout

Dragging guides from the rulers is so 1980's. The next time you need to get guides on the page AND have them perfectly spaced apart, try this tip: choose Create Guides from the Layout Menu. Now you have a dialog box with a Preview option to specify how many guides you want and how far they will be spaced apart from each other.
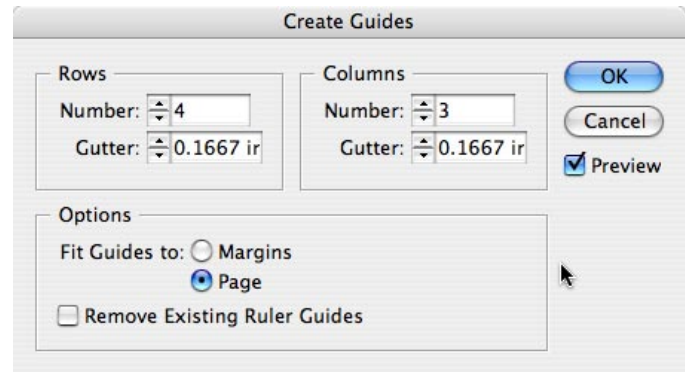
Deleting Guides with one key

While it's possible to drag guides off the page one-by-one, it's no fun doing it that way. Use the Selection Tool and select the guides that you want to delete (hold down the Shift-Key to select more than one) and then simply hit the Delete key on the keyboard.

Look but don't touch

Print preview in MS Word used to be the end all feature. However, print preview in general is a look but don't touch feature. Preview Mode in InDesign kick's Print Preview's butt. At the bottom of the Tool Bar (depending on whether or not you're looking at a single column toolbar or a double column toolbar) you will have an icon that let's you switch between Normal View, Preview Mode, Bleed Mode and Slug Mode. When you switch to Preview Mode (which you can also do by hitting the letter "W" on your keyboard when your not in the Type Tool) will turn off all non-printing items and will show you your page the way it would look printed. However, unlike Print Preview, you can work in this mode all you want.
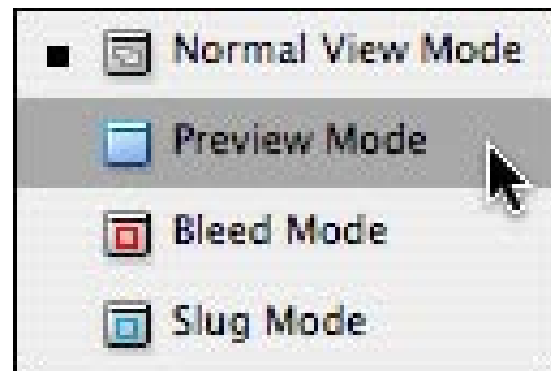
Using the force

Using the force or your eye is probably not the best way to line things up on a page. The next time you need objects to line up, simply choose "Align" from the Windows Menu. Now select your objects that you wish to line up and then click either of the horizontal or vertical align buttons on the Align Palette.